

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

- ☐ Stop this activity ☐ Guard the hazard ☐ Train the employee(s) ☐ Train the supervisor(s)
☐ Redesign task steps ☐ Redesign workstation ☐ Write a new policy/rule ☐ Enforce existing policy
☐ Routinely inspect for the hazard ☐ Personal protective equipment ☐ Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above? Attach separate sheets if necessary.

Step 5: Who completed and reviewed this form? (Please Print)

Written by:

Department:

Title:

Date:

Names of investigation team members:

Does team agree with corrective action recommended in step 4? ☐ Yes ☐ No ☐ N/A
(Step 6 should be completed using investigation team's final recommendations)

Reviewed by:

Title:

Date: